

**County of San Diego, Health and Human Services Agency (HHSa)
Eligibility Policy and Procedures Guide**

Reduced and No Fee DMV Identification Cards

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Issue Date:

03/17/2016

Background:

Senate Bill 1098 Required the Department of Motor Vehicles (DMV) to offer a \$6.00 reduced fee ID card to an applicant who has been identified by a governmental or non-profit agency as meeting the eligibility requirements for public assistance programs. In December 2015, Assembly Bill 1733 required the DMV to offer a no fee identification card to individuals who provide proof of homeless status.

Purpose:

As part of the DMV's implementation of AB 1733, the DMV has made changes to the "Verification for Reduced Fee Identification Card" form (DL 937). Form DL 937 is now titled "Reduced Fee Identification Card Eligibility Verification". The DMV also implemented the "No Fee Identification Card" form (DL 933). The purpose of this document is to provide staff with information and instructions regarding the requirements for the DMV "No Fee Identification Card" form (DL 933) and use of the updated "Reduced Fee Identification Card Eligibility Verification" form (DL 937).

Policy:

The "Reduced Fee Identification Card Eligibility Verification" form (DL 937) will only be issued to recipients under the following aid programs:

- CalWORKs
- General Relief
- CalFresh
- California Food Assistance Program (CFAP)
- Cash Assistance Program for Immigrants (CAPI)
- County Medical Services (CMS)
- Supplemental Security Income (SSI/SSP)

Note: The reduced DMV fee does not apply to the Medi-Cal Program.

The "No Fee Identification Card Eligibility Verification" form (DL 933) will only be issued to customers who are homeless and either an applicant or recipient of aid.

Procedure:

Form Issuance

Staff must use the following guidelines when processing a request for a "No Fee Identification Card Eligibility Verification" form (DL 933):

- Verify that the customer is homeless. Homeless is defined as lacks a fixed, regular and adequate nighttime residence. Persons staying in a motel/hotel due to lack of adequate accommodations or living in emergency or transitional shelter are considered homeless.

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Note: It is not appropriate for the customer to use the FRC PO Box address as a mailing address for the purpose of receiving the ID card. If the customer has no mailing address other than the FRC PO Box address, advise the customer to discuss mailing options with the DMV.

Staff must use the following guidelines when processing a request for a “Reduced Fee Identification Card Eligibility Verification” form (DL 937):

- Verify that the customer is a recipient of one of the assistance programs listed above. If the request is made at intake, staff must wait until the customer has been approved for benefits before providing form DL 937 to the customer

Access agents may receive calls inquiring about the No Fee Identification Card Eligibility Verification form and the Reduced Fee Identification Card Eligibility Verification form. Agents will inform the customers of the above eligibility qualifications and refer them to the appropriate FRC.

Form Completion

When filling out form DL 933 and DL 937, staff must use the following guidelines:

- Sections including the printed name of the representative for the agency, agency information, signature of representative and date must be legible and entirely completed by the agency representative.
- The customer’s name must be printed legibly and be exactly the same as the name on the applicant’s birth certificate or legal document.
- Staff must sign and date the form
- Image the form or make a copy of the form for imaging
- Give the original form to the customer to take to the DMV
- Enter Case Comments
- Inform the customer that this form must be presented to the DMV within 60 days of the date on the form along with the appropriate fee for the reduced fee identification card. All other DMV requirements, including providing a social security number, verification of birth and proof of legal presence within the United States are still required.

Note: If the form is not complete, has errors or the signature is not an original, DMV personnel will refuse the form.

Form Storage and Tracking

Forms DL 933 and DL 937 are both controlled forms. Each form has a unique serial number and is printed on security paper. Blank forms may not be photocopied for office use. Blank forms must be ordered from the DMV via Eligibility Operations. FRCs will keep the blank forms in a secured location such as the office safe or a locked cabinet in Administration.

Note: Customers must go to a FRC to pick up and sign the forms. Blank copies of form DL 933 and DL 937 must not be provided to the public.

Staff are required to complete the “DMV Reduced Fee/No Fee Log” each time form DL 933 and DL937 are issued to a customer. The “DMV Reduced Fee/No Fee Log” will be uploaded to the EO

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Tracking Share Point Site by the FRC designated person on the first working day of every month for the month that just passed (i.e. March's log will be uploaded on April 1).

Impacts:

CalWORKs
General Relief
CalFresh
CFAP
CAPI
CMS
SSI/SSP

References:

None

Sunset Date:

This policy will be reviewed for continuance by 03/17/2019.

Approval for Release:



Rick Wanne, Director
Eligibility Operations